



CITY OF NEW ORLEANS

CITY PLANNING COMMISSION

Final Approval and Recordation Procedures for Conditional Use and Planned Development District Projects

Step 1	<p>Final Approval of Plans: Following City Council action and the issuance of a Final Ordinance, the applicant must revise the previously submitted development plans in accordance with items 1 and 2 below:</p> <ol style="list-style-type: none">1. The text of the waivers and provisos contained in the Final Ordinance granting approval of the Conditional Use or Planned Development District must be printed verbatim on the title page of the drawings to be granted final approval.2. Compliance with the waivers and provisos should also be graphically illustrated on the plans. If the review and approval of other departments is required, approval shall be indicated by stamps and/or signatures of the approving department on the development plans submitted to CPC for approval, and/or a letter indicating their approval. <p>Once the plans have been revised, the applicant shall submit two (2) sets of the revised drawings to the CPC staff for final approval.</p>
Step 2	<p>Upon notification from the staff of CPC that the drawings have been approved and signed by the Executive Director of the City Planning Commission, the applicant shall pick-up one (1) set of the signed development plans and the transmittal letter from the City Planning Commission to the Clerk of Civil District Court. The other set will remain with the City Planning Commission.</p>
Step 3	<p>The applicant will make one (1) additional copy of the signed drawings.</p>
Step 4	<p>Recordation of Plans: The applicant shall record the original set and a copy of the signed development plans with the Orleans Parish Clerk of Civil District Court, Land Records Division (1340 Poydras St., Suite 400). A fee will be assessed by the Land Records Division. One (1) set will be retained by the Land Records Division, and one (1) set will be returned to the applicant to keep and from which to make a digital copy.</p>
Step 5	<p>The applicant shall submit a digital or hard copy of the recorded development plans to the CPC staff to keep on file within the City's permit database.</p>